



IDPH Mentoring AmeriCorps Program Service Project Planning, Tracking & Volunteer Sign-In Sheet



Instructions: These forms should be filled out throughout the service project process and then submitted to Amanda McCurley, Program Director at Amanda.McCurley@idph.iowa.gov after the completion of the service project.

See page 32 of the IDPH AmeriCorps Mentoring Program Member Handbook for the requirements to consider PRIOR to accepting a service project.

Project Lead: _____ Back-up: _____
Organization Name: _____ Website: _____
Name of Contact: _____ Title: _____
Contact Email: _____ Contact Phone: _____
Volunteer Site Address: _____
Street Address City State Zip

Preparation for the Service Project

1. Specify the goals for the project:
 - a. *How will this project complement the members' efforts during their term and/or personal interests/experience? What will members learn that they can apply to their service or that will improve the team engagement?*
2. What needs to be done to prepare for the project:
 - a. *Is there any training or information that you need to do/give ahead of time? Cultural competencies, online training for the organization, etc.?*
3. Logistics
 - a. How many hours will the project take?
 - b. Will you have future opportunities to volunteer with the agency?
4. Will the agency provide you with all of the necessary materials/tools for this project?
 - a. If no, will members be informed of what materials/tools they will be require to bring:
5. Will you be reimbursed for anything related to the service-learning project?
6. Will you be required to become official volunteers of the Organization? If yes, please identify all waivers and forms required:
 - a.
7. Will the organization provide an on-site orientation for you?
8. Will you ever work unsupervised with clients or in a home-based environment? If yes, please describe these situations: If yes, will the orientations include the following?

- a. Additional opportunities available for members?
- b. Mission of the organization?
- c. The impact the members will be making?
- d. Introduction to other employees/volunteers?

Debrief and Assessment of the Service Project

1. Would you recommend this project or consider doing it again?
2. Amount of time invested in setting up this project (estimate)?
3. Successes
 - a.
4. Areas for Improvement
 - a.
5. Key take-aways from the project
 - a.
6. What was the collective impact of the project?
 - a.

IDPH Mentoring AmeriCorps Program Service Project Volunteer Sign-in Sheet

Instructions: This form should be used to document the volunteers who assisted with the service project. The Impact column should note the type of service the volunteer provided.

Name of Project: _____ Date of Project: _____

Project Lead: _____ Back-up: _____

Organization Name: _____ Contact: _____

Contact Email: _____ Contact Phone: _____

Volunteer Site Address: _____

Street Address	City	State	Zip

[illegible]